

Washington County

Job Description



Title:	Library Clerk	Code:	
Division:	County Library System	Effective Date:	11/10
Department:	County Library System	Last Revised:	
Career Serv:	FT Yes / PT No	FLSA:	Yes

GENERAL PURPOSE

Performs a variety of customer service duties for the delivery of public library services.

SUPERVISION RECEIVED

Works under the close supervision of a Circulation Supervisor, Site Supervisor and/or a Branch Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs all circulation duties and all circulation support duties; uses the Integrated Library System (ILS) to check library materials in and out; shelves library materials; checks for damaged materials; retrieves book drop materials; operates computer to enter and update patron records and ensures confidentiality of those records; resolves customer account problems; follows established guidelines in allowing waiver of fines; issues library cards; assists with opening and closing building and assures general building security.

Performs general and routine duties related to the sorting and shelving of library materials; performs shelf reading to monitor the accurate placement of materials; shifts materials on shelves as needed; monitors collection for damage and needed repairs.

Operates library and office equipment and machines; i.e., computers, cash register, credit card machines, telephone system, fax machine, photocopiers, and microfilm readers; provides general instructions to patrons about equipment operation; performs general upkeep on library equipment and machines.

Provides general reference assistance; responds to questions and directs patrons to various locations in the library as needed to locate materials; may provide simple training to patrons in use of computer to locate collection materials via the online database and the Internet; plans and develops bulletin boards and displays and uses other marketing skills to promote library programs and materials.

Performs related duties as required.

SPECIALIZATIONS

Receiving Clerk: Performs all essential functions listed above; receives shipments of library materials and follows established procedures for preparing all materials for cataloging and processing including verifying accuracy of delivery, unpacking and sorting boxes and crates, and prioritizing and color-coding materials to designate branch destinations; maintains records of shipments; and serves as liaison between technical services and library personnel by answering and/or directing questions and problems to the appropriate team member.

Processing Clerk: Performs all essential functions listed above; covers hardcover and paperback books; types, creates, and prints labels, covers, and jackets for all library materials; uses creativity in processing unusual items; processes audio/visual items; uses computer for word processing and Internet for creating cover and jacket artwork; performs basic upkeep of all library materials including recovering, buffing, and cleaning CDs and DVDs; replaces covers and labels.

Youth Services Clerk: Assists librarians with planning and providing story time sessions, general children's and/or young adult programs, tours, school visits, and summer reading programs that promote reading and encourage youth to use library resources; helps to develop bulletin boards and displays to promote library programs and materials. Assists without reach events, including set up and take down and other duties as assigned by the librarian.

MINIMUM QUALIFICATIONS

1. Education and Experience:

No experience necessary.

2. Required Knowledge, Skills, and Abilities:

Knowledge of basic computer and Internet skills, software applications, Dewey Decimal System, and cash handling procedures.

Ability to type and perform general clerical functions quickly and accurately; understand and follow written and oral instructions; work independently; communicate effectively orally and in writing; ability to work well as part of a team; establish and maintain professional relationship with fellow employees, subordinates, and patrons.

Possess problem solving and communication skills; detail oriented; desire to serve the public with friendliness, tact, and diplomacy.

3. Physical Requirements:

Able to reach to a height of 7' with or without a step stool; bend and stoop to reach lower shelves; lift up to 50 pounds with or without assistance; perform repetitive motions; and push loaded books trucks weighing up to 100 pounds.

4. Special Qualifications:

None.

5. Work Environment:

May be required to work some nights and alternating weekends.

Incumbent of the position performs in a typical indoor setting with appropriate climate controls. Tasks require a variety of physical activities involving muscular strain such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing and seeing are necessary to the performance of duties. Need for common eye, hand, finger, leg, and foot dexterity exists. Mental application utilizes memory for details, verbal instructions, and discriminating thinking.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)